



POSITION DESCRIPTION

Position Title:	SyMo Shift Supervisor
Cluster / Business Unit / Division	Nuclear Precinct
Section or Unit:	SyMo
Classification:	Band 5
Position Description Number:	PD-1787
Work Contract Type:	Professional

POSITION PURPOSE

The primary objective of the SyMo Shift Supervisor is to ensure the safe and efficient operation of the SyMo facility through the implementation of approved working methods, support maintenance and engineering teams and utilisation of personnel within the facility.

The Shift Supervisor provides operation expertise and knowledge of SyMo systems, analyses data and assists in diagnosis of faults in abnormal conditions.

The Shift Supervisor ensures that personnel directly under their supervision demonstrate competency in their tasks and when required supervises practical training. They have the responsibility for all people working in the SyMo Facility.

ORGANISATIONAL ENVIRONMENT

ANSTO is the national organisation for nuclear science and technology. We focus on undertaking leading edge research, delivering innovative scientific services and providing specialised advice to government, industry, academia and other research organisations.

The Nuclear Precinct includes a number of facilities and operational areas including the OPAL Reactor, Nuclear Medicine with Health Products and ANSTO Nuclear Medicine (ANM), and Waste Operations incorporating SyMo.

The SyMo Facility is a new purpose-built facility at ANSTO that will apply ANSTO SYNROC technology to immobilise alkaline liquid waste arising from ANSTO's Mo-99 isotope production via conversion into a stable and durable waste form.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Lead the First-Of-A-Kind SyMo operational shift within regulatory and safety requirements that enable the SyMo Facility to achieve production targets and ensure product traceability.
- Attain and maintain authorisation to operate the plant.
- Continuously implement and review risk control measures and assessing their effectiveness. Investigate and review events, formulate and record lessons learned, and continually improve and optimise through implementation of corrective and preventive actions
- Approve the release of manufactured product from the SyMo Facility.
- Coordinate supply chain activities to ensure all materials and services required for production are available on time, cost effective and meet requirements,
- Monitor plant activities to ensure compliance, analyse data and assist in the diagnosis of faults during abnormal conditions. Responsible for ensuring that work on shift complies with the quality and environmental frameworks, safety procedures and standards, regulatory requirements, and management procedures
- Support maintenance delivery activities and maintenance administration activities including review and participate in developing Safe Work Permits, Toolbox Talks, Risk Assessments,

Isolations, Calibration Certificates, Updating Instructions and Procedures, Work Order Processing, and allocation.

- Liaise with Engineers (including but not limited to SyMo Systems engineers) to provide information and technical data use for maintenance strategies, process improvements projects and associated capital investment programs.
- Develop, deliver, and monitor training to internal and external staff and contractors enabling them to work safely within the SyMo Facility
- Develop, review and update SyMo operations and licensing related documentation, including standard operating procedures, work instructions, forms, guides, checklists, and training curricula and material.
- Assist in validation and commissioning activities to determine the SyMo facility, systems and assets meet requirements for operations
- Foster a culture of continuous improvement through the identification and implementation of possible solutions that can be developed to increase overall productivity, efficiency, and safety.
- Undertake additional duties as require and during periods of leave of other staff.

Decision Making

- The SyMo Shift Supervisor will be required to make critical decisions in an operational environment, relying on training and the context of the situation to initiate partial or full shutdown of the plant to ensure the safety of personnel and protection of assets.
- The SyMo Shift Supervisor will be, at times, unsupervised and is expected to make decisions regarding the operation of the SyMo Facility, considering abnormal conditions and maintenance tasks requiring the full or partial shutdown of the facility.
- This position will be required to monitor risk control measures and their effectiveness and provide advice where safety to personnel could be compromised or damage to facility assets could occur.
- This position determines how priorities are balanced within the production schedule to ensure targets are met.
- Accountable for the accuracy, integrity, and quality of the content of advice provided to management and Service Providers. May be required to make effective judgements in the absence of complete information or expert advice.
- Assesses and determines key work priorities within the context of agreed work plans. Consults with the manager on complex, sensitive and major issues that have a significant impact on the business unit.
- The levels of authority delegated to this position are those approved and issued by the board or Chief Executive Officer. All delegations will be in line with the ANSTO Delegation Manual AS-1682 (as amended or replaced).

Key Challenges

- Identify solutions to system issues where there may be few precedents.
- Leading a team tasked to operate a First of a Kind Facility using newly developed procedures.
- Development, validation and implementation of procedures and operational methodologies for a first of a kind facility.
- Implementation of a training plan for a new operational staff.
- Ensuring relevant Australian, international, and nuclear standards are met for a first of a kind facility.
- Ensure the SyMo Facility meets all set key performance indicators (KPI).

KEY RELATIONSHIPS

The position's key relationships include:

Who	Purpose
Internal	
SyMo Facility Manager	<ul style="list-style-type: none"> • Provide guidance on operating philosophy • Advise on the effectiveness of operational controls
SyMo Operations and Technical Supervisors	<ul style="list-style-type: none"> • Receive guidance and direction on daily operational tasks • Advise on the effectiveness of operational controls • Report on process efficiency • Report on routine and outstanding maintenance requirements • Report on abnormal occurrences • Escalate issues and propose solutions
Engineering Team (SyMo and SYNROC)	<ul style="list-style-type: none"> • Provide information and data to support process improvement initiatives and asset renewal projects.
SyMo Operator Maintainers	<ul style="list-style-type: none"> • Monitor the Operators during production to ensure procedural compliance
Other Departments (e.g. AME, BOS, NSTLI, Radiation Protection, ANM, WMS)	<ul style="list-style-type: none"> • Advise on operational support requirements • Coordinate the interactions and movements of waste and materials between other facilities • Provide support to all maintenance activities
ANSTO Stores	<ul style="list-style-type: none"> • Direct stores requirements including movement and storage levels
External	
Contractors	<ul style="list-style-type: none"> • Supervise contractor work to ensure delivery as per requirement
Industry regulator ARPANSA, ASNO	<ul style="list-style-type: none"> • Ensure compliance with ARPANSA licences within areas of responsibility • Ensure compliance with ASNO regulations within areas of responsibility
Suppliers	<ul style="list-style-type: none"> • Provide input to KPIs and Service Level Agreements (SLA)'s

POSITION DIMENSIONS

Staff Data	
Reporting Line	SyMo Operations Supervisor
Direct Reports	1
Indirect Reports	N/A
Special / Physical Requirements	
Location:	Lucas Heights - Working in different areas of designated site/campus as needed.
Travel:	May be required travel to ANSTO sites from time to time. May be required to travel both internationally and nationally
Physical:	Office based and control room physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer or looking at screens) Industrial facility physical requirements may include lifting, standing for long periods, operating machinery, equipment, and manipulators Wearing personal protective equipment for the handling of hazardous and/or radioactive materials.

	May be required to work at heights or in a confined space environment including wearing respiratory equipment.
Radiation areas:	May be required to work in radiation areas and where hazardous chemicals or materials are handled under tightly controlled safety conditions
Hours:	Successful applicants hired before 2025 will participate in Operational Readiness activities working M-F inside ANSTO works hours of 7.00am – 7.00pm with some shift requirements outside of these hours coinciding with commissioning activities. Once the SyMo Facility is operational in 2025 Shift Supervisors and Operators will transition to 12 hours shifts designed with work-life balance in mind.
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements Obtain and maintain appropriate federal government clearance.

Workplace Health & Safety	
Specific role/s as specified in <u>AG-2362</u> of the ANSTO WHS Management System	All Workers Area Supervisor Officer (definitions found in appendix 1 of AG-2362) Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties

ORGANISATIONAL CHART

On file.

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Tertiary qualification in engineering/science or experience in a relevant area.
2. Knowledge of production environments and associated operational processes, including the ability to operate plant and equipment from the field and in a computer-based control room.
3. Experience working in a under GMP or other strict safety and quality assurance system in a tightly regulated environment.
4. Demonstrated experience managing small teams to achieve operational outcomes, training and mentoring other staff within the team
5. Proven ability to proactively identify operational shortfalls and lead collaborative efforts towards an effective solution.
6. Demonstrated initiative working independently, deadline driven, and reliable in following through with actions.
7. Demonstrated ability to communicate effectively (verbal and written) in a dynamic operational environment.
8. Demonstrated ability to lead by example in fostering a culture of continuous improvement and innovation in the workplace.
9. Demonstrated experience in managing effective relationships with key stakeholders.

VERIFICATION

This section verifies that the line manager and appropriate senior manager/executive confirm that this is a true and accurate reflection of the position

Line Manager		Delegated Authority	
Name:	Maria Ramirez	Name:	Paula Berghofer
Title:	SyMo Operations Supervisor	Title:	General Manager, Waste Management Services
Signature		Signature	
Date:		Date:	